

FORM L: LANDMARKS AND URBAN CONSERVATION COMMISSION NOT YET APPROVED

☐ CERTIFICATE OF APPROPRIATENESS / STAFF DECISION

☐ CERTIFICATE OF APPROPRIATENESS / COMMISSION HEARING (RETROACTIVE OR NEW)

Historic Zone or Designation: _____

Number and Classification of structures on the property: _____

Does this request involve a residential property?
____ Yes ____ No

Are tax credits or preservation loan funds applied for in connection with this proposal?
____ Yes ____ No

Type of Request:
CERTIFICATE OF APPROPRIATENESS:
____ Alteration – Fence, wall, reroof
____ Alteration, other than listed above
____ New Construction
____ Sign (*Please read note below*)*
____ Preservation, Rehabilitation, Restoration, or Reconstruction
____ Demolition or Destruction

RECOMMENDATION FOR COUNCIL ACTION:
____ National / State Register Nomination Review
____ City Landmark Designation
____ City Historic Overlay Zone Designation
____ City Urban Conservation Overlay Designation
____ Design Guidelines Adoption

____ OTHER _____

Attention applicants:
You must meet with the LUCC planner; contact **924-3891** or mpiscitelli@cabq.gov . At the meeting, the planner will determine if the project requires a staff decision or a LUCC public hearing. The planner will also determine what materials are required, in addition to those listed below, to complete an application. These additional requirements are indicated on the **PROJECT DRAWING CHECKLIST** that the LUCC staff planner completes as part of the pre-application meeting. If your project requires a public hearing,

ALL Application submittals shall be placed at the **DEVELOPMENT REVIEW COUNTER, 600 2ND STREET NW, 2ND FLOOR, WEST SIDE. THE LUCC STAFF PLANNER AND STAFF ASSISTANT DO NOT ACCEPT APPLICATION SUBMITTALS. APPLICATION SUBMITTALS SENT TO THE LUCC STAFF PLANNER OR ASSISTANT WILL BE RETURNED TO THE APPLICANT FOR PROPER FILING AT THE DEVELOPMENT REVIEW COUNTER.**

- ☐ **CHECKLIST FOR STAFF DECISION : 1 COPY OF EACH ITEM CHECKED**
- ☐ **CHECKLIST COMMISSION HEARING: ____ 15 COPIES FOR RESIDENTIAL ____ 18 COPIES NON-RESIDENTIAL**
- ALL ITEMS SHALL BE MADE INTO PACKETS. EACH PACKET SHALL CONTAIN ONE OF EACH ITEM CHECKED, GROUPED IN ORDER OF CHECKLIST AND FOLDED TO A MAXIMUM SIZE OF 8 ½ " X 14".**
- ____ Application, Form L, and Project Drawing Checklist
 - ____ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched or otherwise delineated
 - ____ Cover Letter or Memorandum, detailing the scope of the proposal including:
 - 1.** Extent of work to be done **2.** Use(s) of existing and/or proposed site(s) and structure(s) **3.** Square footage of proposed structure(s) **4.** Proposed phasing of improvements and provisions for interim facilities **5.** Any historic facts about the site(s)/structure(s) **6. PROPERTY OWNER CONSENT ON PROJECT AND CONSENT FOR AGENT TO ACT ON BEHALF OF PROPERTY OWNER OF RECORD**
 - ____ **REQUIRED** Neighborhood Notification package: **1.** Developer Inquiry Sheet. **2.** ONC written response to the Developer Inquiry Sheet. **3.** Copy of notifying letter. **4.** Certified mail receipts (return receipt cards are kept by the applicant) See LUCC Rules of Procedure / *LUC Ordinance* AND O-92 (available from the Office of Neighborhood Coordination) for specific notification requirements. *Obtain Developer Inquiry Sheet and response to the inquiry from the Office of Neighborhood Coordination, 924-3914 or fax 924-3913. Application will be placed on the next available agenda after the project is properly notified.* The LUCC Staff Planner can answer any questions about public notice procedures.
 - ____ **All materials indicated on PROJECT DRAWING CHECKLIST**
 - ____ Sign Posting Agreement (given to applicant and signed at the time the application is placed and posted 15 days before the advertised hearing date; **OR** if Staff Decision, given to applicant for posting for 15 days after Certificate of Appropriateness approval is given)
 - ____ Signed Waiver of Building Permit form, (See *Zoning Code, §14-16-4-5 (B)*)
 - ____ Fee (see schedule for Commission hearing; no fee is required for Staff Decision)

*** PLEASE NOTE:** Approval of a sign in the Old Town Historic Zone (H-1) or Old Town Buffer Zone requires a *separate* sign permit application to the Zoning Code Counter after the LUCC / LUCC Staff Decision for a Certificate of Appropriateness is rendered. If LUCC / LUCC Staff does not approve a Certificate of Appropriateness for the sign(s), no permit shall be issued. See LUCC Project Drawing Checklist for required materials for LUCC decision. Zoning Code Services may have additional documentation required for sign permit applications.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

_____ Applicant name (print)

_____ Applicant signature / date



- ☐ Checklists complete Application case numbers
- ☐ Fees collected _____ - _____ - _____
- ☐ Case #s assigned _____ - _____ - _____
- ☐ Related #s listed _____ - _____ - _____

Planner signature / date

Project # _____